APPENDIX G

IMA Implementation Plan

G-1. Organization

    a.   This appendix covers--

    •   Renaming the ASD to the ISSO.

    •   Transferring the function and resources from the G1/AG to the organic signal unit.

Some TOEs do not specify an organization as an administrative service section (below division level). However, personnel now performing these functions will be identified and transferred with the functions. This appendix also covers in table form all IMA disciplines (for example, signal support).

    b.   Records management is the essence of information management. It is managing correspondence, reports, forms, directives, publications, official mail (may include electronic mail), and distribution. It includes the maintenance, use, and disposition of recorded information (for example, corporate data bases), classification/declassification of recorded information, and the implementation of responsibilities under the Freedom of Information Act and the Privacy Act. The Army has been using the format, form, terminology dictionaries, literary rules, and disposal instructions for some time. The standards are the same for automatons, communicators, publishers, and printers.

    c.   Printing and publications is the process of information composition and representation on media. It includes photocomposition and binding for issue and distribution of information products. While the printed word has traditionally been the domain of publishers and printers, automatons and communicators can produce and distribute printed material. In electronic format, users produce publication type documents directly from their decision support systems. Likewise, publishers and printers have routinely used sophisticated automation and communications technologies and audiovisual means to get their printed work out to the user.

    d.   Technological advances are causing the five disciplines of signal support (automation, communications, visual information, records management, and printing and publications) to converge on a common foundation. Manual methods are now being converted to automated processes. Smaller and more sophisticated devices have led to user-owned and -operated systems. Sophisticated electronic and logic-based technology support the printing and publications areas. Choosing hard copy can streamline information management.

The disciplines are evolving towards one integrated information system capability within the Army.

G-2. Signal Corps Responsibilities

a. Specific signal support responsibilities for Signal Corps units include staff and unit responsibilities. The signal officer is responsible for staff supervision of all information services support functions. The operational signal unit commander is responsible for providing the wide-area networks. Figure G-1 shows signal corps responsibilities.

STAFF / UNIT

THEATER SIGNAL COMMAND (ARMY)
TSO ATSO

CORPS CSO ACSO — CORPS SIGNAL BRIGADE

DIVISION DSO ADSO — DIVISION SIGNAL BATTALION

BRIGADE BSO — BRIGADE SIGNAL ELEMENT

BATTALION BSO — BATTALION SIGNAL ELEMENT

STAFF
- MANAGE SIGNAL SUPPORT NETWORK FOR FORCE COMMANDER.
- PROVIDE STAFF SUPERVISION OF INFORMATION SYSTEMS.
- PROVIDE STAFF SUPERVISION OF FUNCTIONAL LANS AND BATTLEFIELD INFORMATION SERVICES.
- PERFORM AS CENTRAL POC FOR PRINTING AND PRIVACY ACT/FREEDOM OF INFORMATION ACT.
- INTERNAL DISTRIBUTION.
- ENSURE MESSENGER SERVICE IS PROVIDED.
- MANAGE THEATER ARMY REPRODUCTION.*
- MANAGE COMBAT CAMERA.*

UNIT
- PLAN, INSTALL, OPERATE, AND MAINTAIN WIDE-AREA COMMUNICATIONS NETWORKS.
- TERMINATE ARMY STRATEGIC TELECOMMUNICATIONS NETWORKS.
- OPERATE COMMUNICATIONS SYSTEM CONTROL FACILITIES.
- MESSENGER SERVICE (AUGMENTED BY USER).
- OPERATE THEATER ARMY REPRODUCTION SYSTEMS.*
- OPERATE COMBAT CAMERA SYSTEMS.*
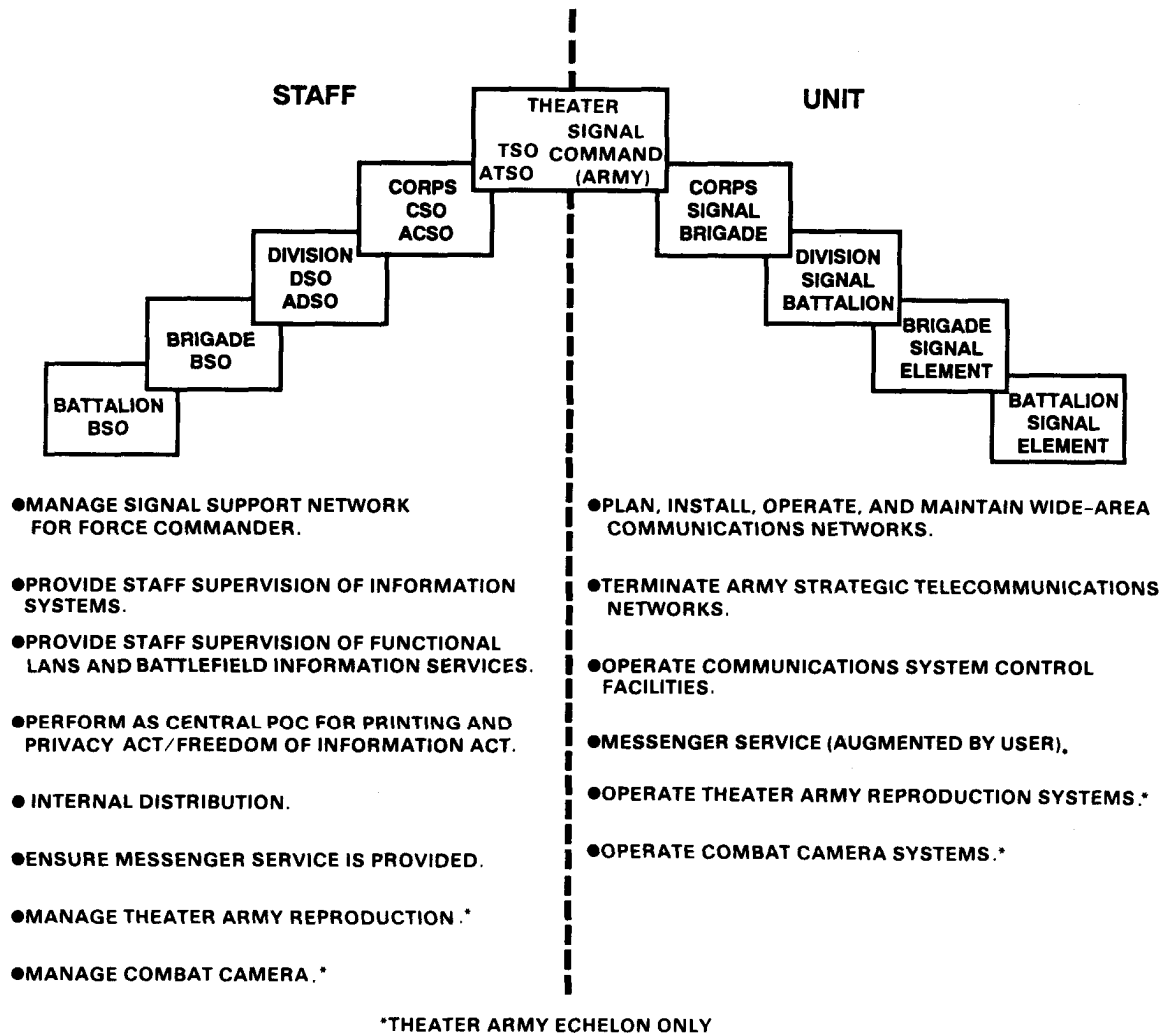
*THEATER ARMY ECHELON ONLY

Figure G-1. Signal Corps responsibilities.

b.   Many personnel are performing records management functions. Transferring these functions to the Signal Corps support information services requirements. Personnel performing information services will be standard requirement code (SRC) 11, Signal Corps. Management and supervision are under the signal commander (if one is assigned). Force structure realignment accommodates the duties and responsibilities of the ISSO at each level. Force structure realignment of maintenance personnel also accommodates the maintenance requirements for all new signal support equipment. Future and current training will provide officers and NCOs with the needed skills to perform signal support missions on the battlefield. The missions include ISSO duties, automation management, and staff supervision.

c.   The signal office is the primary office/staff supporting the commander in his information management responsibilities. The signal office has three primary functions. They are--
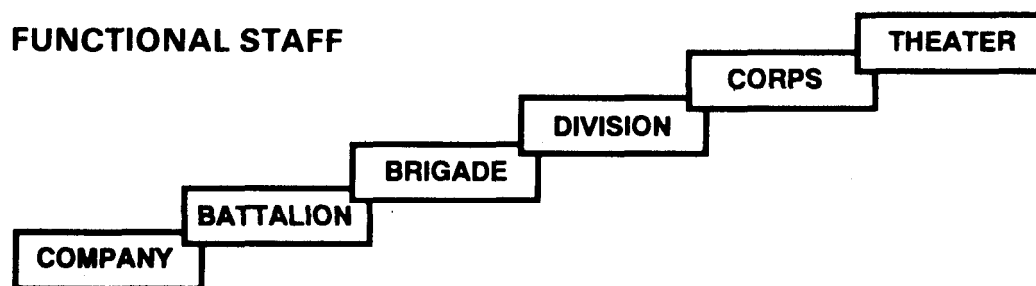
•   Advising and assisting the commander in the role as a coordinating staff office.

•   Supporting the operational needs of the headquarters by providing signal support to the commander's unit and to tenant units in the area.

•   Supporting and managing the informational needs of the headquarters staff.

This last function requires expansion of the traditional role for the Signal Corps. Table G-1 outlines the responsibilities at battalion, brigade, division, and corps among the user, functional manager, and the signal office/staff.

d.   The signal officer uses the ISSO to coordinate and to support the signal support functions requiring centralized management internal to the headquarters. An ISSO will be set up at every echelon and be under the signal officer's control. At battalion and brigade, the S1 will accomplish the ISSO function. At support units with no organic supporting signal unit (such as the DISCOM, COSCOM, and TAACOM), the signal officer is the proponent for information services on the staff, but the functional staff officer remains responsible for its execution. The ISSO will provide not only the management functions but will also serve as the central point for those functions that benefit from economies of scale and centralized operations (such as, TOP SECRET repositories for classified document control). Table G-2 outlines the ISSO signal support responsibilities at each echelon. Many functions listed will be supplemented by the DOIM in a garrison environment. The ISSO's structure and functions may vary depending on the requirements and location of the unit with respect to the supporting DOIM. The commander has the authority to adjust ISSO responsibilities.

G-3.   Functional Staff Responsibilities

In a tactically deployed headquarters, each functional staff element is responsible for implementing signal support policies, procedures, and standards within his functional area of operations. Each headquarters staff element is responsible for managing BIS which support his function. Figure G-2 shows functional staff responsibilities.

FUNCTIONAL STAFF

```
                                                    ┌──────────┐
                                                    │ THEATER  │
                                         ┌──────────┤          │
                                         │  CORPS   │
                              ┌──────────┤          │
                              │ DIVISION │
                    ┌─────────┤          │
                    │ BRIGADE │
          ┌─────────┤         │
          │BATTALION│
┌─────────┤         │
│ COMPANY │
└─────────┘
```

●IMPLEMENT SIGNAL SUPPORT POLICIES,
   PROCEDURES, AND STANDARDS IN FUNCTIONAL OPERATIONS.

●COORDINATE WIDE-AREA NETWORKS INTERFACE
   REQUIREMENTS WITH SIGNAL OFFICER.

●MANAGE:
           ●●FUNCTIONAL INFORMATION SYSTEMS.

           ●●FUNCTIONAL LOCAL AREA NETWORKS.

           ●●SIGNAL SUPPORT NETWORKS DEDICATED TO
              SUPPORTING FUNCTIONAL SYSTEMS.

           ●●BATTLEFIELD INFORMATION SERVICES
              SUPPORTING FUNCTIONAL SYSTEMS.

Figure G-2. Functional staff responsibilities.

Table G-1. Signal support responsibilities at battalion/brigade/division and corps.

NOTE: Sig refers to Signal Corps responsibilities, user refers to user responsibilities, and staff refers to functional staff responsibilities.

CORRESPONDENCE			
	BN	BDE	DIV/CORPS
Staff supervision of correspondence • recommending local procedures and conventions governing authentication (who, what, when, how)	Sig	Sig	Sig
Preparing correspondence	User	User	User
Establishing distribution schemes	Sig	Sig	Sig
Authenticating correspondence (authentication is defined as approved for release)	User	User	User
Reading file • management • input • recommending local procedures governing reading files	Staff User Sig	Staff User Sig	Staff User Sig

NOTE: Once the correspondence has been authenticated, it becomes "distribution" and then a "file."

CLASSIFIED DOCUMENT CONTROL			
Staff supervision of classified document control • recommending classified document policies, procedures, and inspections (see note)	Sig	Sig	Sig
Classification authority	User	User	User
Classified document distribution	Staff	Staff	Sig
Classified document storage	User	User	User
TOP SECRET repository	Staff	Staff	Sig

Table G-1. Signal support responsibilities at battalion/brigade/division
and corps. (continued)

	BN	BDE	DIV/CORPS
Classified document control • as correspondence or file	User	User	User

Document destruction
  • SECRET
  • TOP SECRET
	User
	Staff
		User
		Staff
			User
			Sig

NOTE: Classified document control must apply in phases
and areas of the IMA (for example, correspondence,
printing/reproduction, distribution/mail, and file
management). Because signal is so involved in classified
document control and because of this area's criticality,
another proponency must set and enforce the standards;
the intelligence community.

PRINTING			
There is no printing capability at corps and below. If the need arises, signal forwards the request through signal channels to the appropriate (signal) organization. All signal offices are responsible for verifying correct formatting of materiel and requests. Signal has no involvement in tropographic and psychological operations at corps.			
POC for any request to be forwarded	Sig	Sig	Sig

REPRODUCTION			
Staff supervision of reproduction • recommending policy, procedures, and conventions	Sig	Sig	Sig

Copier management
  • determining need for requirement
  • validating requirement
  • assisting/advising in satisfying
the requirement
	User
	Staff
	Staff
		User
		Staff
		Staff
			User
			Sig
			Sig

Copier operation and user maintenance	User	User	User

Table G-1. Signal support responsibilities at battalion/brigade/division and corps. (continued)

PUBLICATIONS			
	BN	BDE	DIV/CORPS
Staff supervision of publications ● recommending policy, procedures, and conventions	Sig	Sig	Sig
Publications account management ● consolidating, ordering, and distributing subordinate unit requests through the pin-point distribution system. This function occurs only at the echelon owning the pin-point account.	Staff	User*	User*
Identify publications requirement	User	User	User
Publications library ● not a mandatory requirement ● when applicable, geared towards user's function (for example, S2 and maintenance). *Separate user pin-point accounts	User	User	User
FORMS			
Staff supervision of forms management ● recommending policy, procedures, and conventions	Sig	Sig	Sig
● compiling, ordering, and distributing forms. This function occurs only at the elements owning the pin-point account.	Staff	Staff	Staff
Requests for new forms ● recommending ● approving	User Staff/ Sig	User Staff/ Sig	User Staff/ Sig
Adhere to forms usage policy ● includes use management ● requesting resupply	Staff/ User User	Staff/ User User	Staff/ User User

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Table G-1. Signal support responsibilities at battalion/brigade/division
and corps. (continued)

FILES MANAGEMENT			
	BN	BDE	DIV/CORPS
Staff supervision of files management • recommending policy, procedures, and conventions	Sig	Sig	Sig
Files transfer to records holding area	Staff	Staff	Staff
Approval of file listings	Sig	Sig	Sig
Files maintenance	Staff/ User	Staff/ User	Staff/ User

DISTRIBUTION			
Staff supervision of distribution • recommending policy, procedures, and conventions	Sig	Sig	Sig

Internal HQ distribution
   • distribution center operations
   • pickup of distribution
	Staff
	User
		Staff
		User
			Sig
			User

External distribution service • recommending policy, procedures, and convention	Sig	Sig	Sig
• providing resources for necessary messenger service. (Maximum use is made of existing delivery systems (for example, Class I and V.)	User	User	User
• coordinating resources for necessary messenger service	Sig	Sig	Sig

Official mail
   • official mail, internal
distribution
   • censorship
	Staff
	
	User
		Staff
		
		User
			Sig
			
			User

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Table G-1. Signal support responsibilities at battalion/brigade/division and corps. (continued)

NOTE: Mail may be categorized as both official and personal; however, once official mail is reviewed by a unit, it becomes normal distribution. Personal mail remains mail, subject to postal regulation until delivered to the intended recipient. Official mail contains military information. Personal mail contains personal information or subject (sometimes to censorship).

PRIVACY ACT			
	BN	BDE	DIV/CORPS
Staff supervision of Privacy Act • recommending policy, procedures, and convention	Sig	Sig	Sig
POC for Privacy Act	Sig	Sig	Sig
Implementation of Privacy Act	User	User	User

FREEDOM OF INFORMATION ACT (FOIA)			
Staff supervision of FOIA • recommending policy, procedures, and convention	Sig	Sig	Sig
POC for FOIA	Sig	Sig	Sig
Implementation of FOIA	User	User	User

COMMUNICATIONS			
Determine specific communications requirements for joint and combined operations	Sig	Sig	Sig
Determine communications requirements for a heavy/light or light/heavy integrated task force	Sig	Sig	Sig
Analyze/evaluate terrain using a map for signal site selection	Sig	Sig	Sig
Conduct signal site reconnaissance	Sig	Sig	Sig

Table G-1. Signal support responsibilities at battalion/brigade/division and corps. (continued)

	BN	BDE	DIV/CORPS
Configure a signal node/site	Sig	Sig	Sig
Analyze communications systems and equipment outages	Sig	Sig	Sig
Prepare and update a signal estimate of the situation	Sig	Sig	Sig
Establish signal operating instructions (SOI)	Sig	Sig	Sig
Implement SOI	User	User	User
Install, operate, and maintain combat net radio (CNR) equipment	User	User	User
Identify unit communications requirements	User/ Sig	User/ Sig	User/ Sig
Plan and coordinate communications operations, including preparation of signal plans and orders	Sig	Sig	Sig
Coordinate with appropriate signal elements	User	User	User
Coordinate with appropriate units on signal support matters	Sig	Sig	Sig
Identify communications requirements for an EPLRS/JTIDS network	User/ Sig	User/ Sig	User/ Sig
Install, operate, and maintain EPLRS/ JTIDS user-owned and -operated equipment	User	User	User
Plan, design, and layout EPLRS/JTIDS network to include NCS-E/NCS-J (when fielded)	Sig	Sig	Sig
Identify and evaluate electronic counter-countermeasures (ECCM) requirements and plans	Sig	Sig	Sig
Implement ECCM	User/ Sig	User/ Sig	User/ Sig
Execute communications operations	User/ Sig	User/ Sig	User/ Sig

Table G-1. Signal support responsibilities at battalion/brigade/division and corps. (continued)

	BN	BDE	DIV/CORPS
Manage all frequencies	Sig/ Staff	Sig/ Staff	Sig/ Staff
Manage COMSEC key distribution	User/ Sig	User/ Sig	User/ Sig
Coordinate for signal support not available through organic assets	User/ Sig	User/ Sig	User/ Sig
Plan the use of visual and audible signals	User/ Sig	User/ Sig	User/ Sig
Protect communications equipment from EMP	User/ Sig	User/ Sig	User Sig
Signal and communications securities • establish policy and procedures • follow policy and procedures	Sig User/ Sig	Sig User Sig	Sig User/ Sig
MSE • plan, design, install, operate, and maintain an MSE communications network to include supporting transmission systems	N/A	N/A	Sig
• install, operate, and maintain user-owned terminal instruments (for example, telephones and facsimile machines)	User	User	User
• manage and control the MSE network	N/A	N/A	Sig
• maintain/update the MSE system data base	Sig	Sig	Sig
Improved Army Tactical Command and Control System (IATACCS)			
• plan, design, install, and operate an IATACCS, TRI-TAC based communications network to include supporting transmission systems	N/A	N/A	Sig
• manage/control the IATACCS network	N/A	N/A	Sig

Table G-1. Signal support responsibilities at battalion/brigade/division and corps. (continued)

	BN	BDE	DIV/CORPS
• prepare and maintain a field operation telephone directory	Sig	Sig	Sig
• install, operate, and maintain terminal instruments not user-owned and -operated	Sig	Sig	Sig
Calibration program			
• manage calibration program	User	User	User
• calibrate electronic equipment	ORD	ORD	ORD
Maintenance			
• perform operator PMCS on	User	User	User
• communications equipment			
• perform organizational maintenance on signal unit communications equipment	Sig	Sig	Sig
• perform organizational maintenance on communications equipment from other than signal units	ORD	ORD	ORD
• evacuate communications equipment to next higher maintenance level	User/ Sig	User/ Sig	ORD
• perform DS and higher maintenance on communications equipment	ORD	ORD	ORD

NOTE: MSE unique communications equipment is evacuated by ordinance to the nearest regional support center.

	BN	BDE	DIV/CORPS
• maintain repair parts stockage for communications equipment	User	User/ ORD	ORD
• plan, install, and operate all noncommunication electrical systems (for example, lighting, power security, intelligence, and entertainment systems)	User	User	User
• perform organizational maintenance for all noncommunication electrical systems	Sig	Sig	Sig

Table G-1. Signal support responsibilities at battalion/brigade/division and corps. (continued)

	BN	BDE	DIV/CORPS
AUTOMATION			
Planning and Advice for Automated Information Systems (AIS)			
• establish standards for the design and implementation of locally developed AIS	Sig	Sig	Sig
• develop information requirements/ needs	Staff/ User	Staff/ User	Staff/ User
• establish priorities for information	Staff/ User	Staff/ User	Staff/ User
• allocate automation devices	Staff	Staff	Staff
• develop continuity of operations plan (COOP)	Sig	Sig	Sig
• plan wide-area network	Sig	Sig	Sig
• design data base	Staff/ User	Staff/ User	Staff/ User
• determine initialization information for devices and data bases	User	User	User
• advise user regarding AIS	Sig	Sig	Sig
Installation of Automated Information Systems			
• install equipment for operation	User	User	User
• install local area network	User	User	User
• coordinate interface requirements with communications network	User	User	User
• define standards for interface network	Sig	Sig	Sig
• load system and functional software	User	User	User

Table G-1. Signal support responsibilities at battalion/brigade/division and corps. (continued)

	BN	BDE	DIV/CORPS
Operation of Automated Information Systems			
• operate functional AIS	User	User	User
• perform basic word processing and and spreadsheet functions	User	User	User
• update and manipulate data bases	User	User	User
• backup and restore data bases	Staff/ User	Staff/ User	Staff/ User
• employ automation security procedures	Staff/ User	Staff/ User	Staff/ User
• supervises AIS network operations	Staff/ User	Staff/ User	Staff/ User
• develop and produce unique reports for commander/staff	User	User	User
• control software versions	Sig/ Staff	Sig/ Staff	Sig/ Staff
Maintenance of Automated Information Systems			
• perform operator maintenance	User	User	User
• perform unit level maintenance/ evacuate	Sig	Sig	User
• troubleshoot and isolate faults to hardware or software	User	User	User
Automated Information Systems Training			
• conduct operator/crew training	User*	User*	User*
*Signal assists			

Table G-1. Signal support responsibilities at battalion/brigade/division and corps. (continued)

	BN	BDE	DIV/CORPS

VISUAL INFORMATION (VI)

NOTE: Functional commanders and users are responsible for integrating VI (enhancements) in their information systems and activities to support their own requirements on the battlefield. Units such as PSYOPS, intelligence, medical and public affairs, own and operate their own equipment and systems to support battlefield operations. Such units may use camera illustrators, computer graphics, graphic printers and plotters, electronic mapping, and other devices and capabilities to support their mission. The sole purpose of VI equipment/system is to perform VI functions, provide services, and/or produce VI products. The application of all VI on the battlefield is governed by VI (IMA) doctrine.

	BN	BDE	DIV/CORPS
Establish VI policy and procedures	Sig	Sig	Sig
Staff supervision of VI policy and procedures	Sig	Sig	Sig
Develop VI requirements and needs	Staff/User	Staff/User	Staff/User
Allocate VI resources	Staff	Staff	Staff
Integrate VI into OPLANS, battle plans, and SOPs	Sig*	Sig*	Sig*
Determine interface requirements	Sig/User	Sig/User	Sig/User
Perform technical integration of VI into functional communications and information systems	Sig	Sig	Sig
Provide technical advice and assistance for systems integration and standardization of VI into functional information systems	Sig	Sig	Sig

* Mandatory coordination between signal and user organizations

Table G-1. Signal support responsibilities at battalion/brigade/division and corps. (continued)

	BN	BDE	DIV/CORPS
Install, operate, and perform PMCS on VI equipment/systems designated user-owned and -operated	User	User	User
Effect disposition of record/file VI material	User	User	User
Coordinate VI support not available through organic assets	Sig	Sig	Sig
Perform operator maintenance	User	User	User
Perform unit level maintenance on VI equipment/evacuate	User	User	User
Troubleshoot and isolate faults to hardware or software	User	User	User

COMBAT CAMERA (COMCAM)

NOTE 1:   COMCAM is VI documentation covering air, sea, and ground actions of armed forces in combat and combat support operations, and in related peacetime training activities such as exercises, games, and operations. COMCAM capabilities are external to any specific functional (user-owned and -operated) information system, and are provided by the Theater Signal Command (Army) TSC(A). COMCAM is not meant to replace user-owned and -operated VI systems such as those used specifically for intelligence, medical, prisoner documentation (MP), and PSYOPS. The purpose of COMCAM is to provide combat documentation to support the National Command Authority, the local commanders decision-making process, and to create an operational record of unit activities on the battlefield. COMCAM will augment functional VI systems only when they cannot provide the required support.

Coordinate COMCAM support	Sig	Sig	Sig
Establish COMCAM policy and procedures	TSC(A) only		

Table G-1. Signal support responsibilities at battalion/brigade/division and corps. (continued)

	BN	BDE	DIV/CORPS
Staff supervision of COMCAM policy and procedures	Sig	Sig	Sig
Develop COMCAM requirements and needs	Staff/ User	Staff/ User	Staff/ User
Establish priorities for COMCAM	User	User	User
COMCAM OPCON	Sig	Sig	Sig
Allocate COMCAM resources, plans, and SOP	TSC(A) only		
Determine interface requirements and perform functional and technical integration of COMCAM into communications and information systems	Sig	Sig	Sig
Manage technical standardization of COMCAM (for example, formats and standards)	TSC(A) only		
Install, operate, and maintain COMCAM equipment/systems	TSC(A) only		
Produce and distribute unique COMCAM reports/support products for commander/staff	TSC(A) only		
Determine and effect disposition of record/file COMCAM material	Sig	Sig	Sig
Perform user maintenance on COMCAM equipment	TSC(A) only		
Perform organizational maintenance on COMCAM equipment	TSC(A) only		
Perform DS maintenance on COMCAM equipment on location	TSC(A) only		
Evacuate COMCAM equipment to next higher maintenance level	TSC(A) only		
Maintain repair parts stockage for COMCAM equipment	TSC(A) only		
Maintain direct exchange or backup COMCAM equipment stockage	TSC(A) only		

Table G-2. Signal support/ISSO responsibilities at battalion/brigade/
division/corps and theater.

NOTE: Sig refers to ISSO responsibilities assigned to
the supporting signal unit, and user refers to an
organization or individual.

CORRESPONDENCE			
	DIV	CORPS	THEATER
Staff supervision of correspondence • recommending policies, procedures, and conventions	Sig	Sig	Sig
Preparing correspondence	User	User	User
Establishing distribution schemes	Sig	Sig	Sig
Authenticating correspondence (Authentication is defined as approved for release)	User	User	User

Reading file
   • management
   • input
	Staff
	User
		Staff
		User
			Staff
			User

Staff supervision of correspondence • recommending local procedures and conventions governing authentication (who, what, when how)	Sig	Sig	Sig
• recommending local procedures governing reading files	Sig	Sig	Sig

NOTE: Once the correspondence has been authenticated,
it becomes "distribution" and then a "file."

CLASSIFIED DOCUMENT CONTROL			
Staff supervision of classified document control • recommending policies, procedures, and convention	Sig	Sig	Sig
Classification authority • recommending classified document control policies, procedures, and inspections (see note)	User Sig	User Sig	User Sig

Table G-2. Signal support/ISSO responsibilities at battalion/brigade/
division/corps and theater. (continued)

	DIV	CORPS	THEATER
Classified document distribution	Sig	Sig	Sig
Classified document storage	User	User	User
TOP SECRET repository	Sig	Sig	Sig
Classified document control • as correspondence or file	User	User	User
Document destruction • SECRET • TOP SECRET	User Sig	User Sig	User Sig

NOTE: Classified document control must apply in all phases
and areas of the IMA (for example, correspondence, printing/
reproduction, distribution/mail, and files management).

PRINTING			
There is no printing capability at corps and below. If needed, signal forwards the request through signal channels to the appropriate (signal) organization. All signal offices are responsible for verifying correct formatting of materiel and requests. Signal has no involvement in topographics and psychological operations at corps.			
Staff supervision of printing • recommending policies, procedures, and conventions	Sig	Sig	Sig
POC for any request to be forwarded	Sig	Sig	Sig
Priority establishment	User	User	User

REPRODUCTION			
Staff supervision of reproduction • recommending policies, procedures and conventions	Sig	Sig	Sig
Copier management • determining need for requirement • validating requirement • assisting/advising in satisfying requirement	User Sig Sig	User Sig Sig	User Sig Sig

Table G-2. Signal support/ISSO responsibilities at battalion/brigade/
division/corps and theater. (continued)

	DIV	CORPS	THEATER
Copier operation and user maintenance	User	User	User
PUBLICATIONS			
Staff supervision of publications • recommending policies, procedures, and conventions	Sig	Sig	Sig
Publications account management • consolidating, ordering, and distributing subordinate unit requests through pin-point distribution system. This function occurs only at the echelon owning the pin-point account.	User*	User*	User*
Identify publications requirement	User	User	User
Publications library • not a mandatory requirement • when applicable, geared towards user's function (for example, (S2 and maintenance) * Separate user pin-point accounts	User	User	User
FORMS			
Staff supervision of forms management • recommending policies, procedures, and conventions	Sig	Sig	Sig
• compiling, ordering, and distributing forms. This function occurs only at the element owning the pin-point account	Staff	Staff	Staff
Requests for new forms • recommending • approving	User Staff/ Sig	User Staff/ Sig	User Staff/ Sig
Adhere to forms usage policy • includes use management • requesting resupply • resupply stockage	User User Sig	User User Sig	User User Sig

Table G-2. Signal support/ISSO responsibilities at battalion/brigade/
division/corps and theater. (continued)

FILES MANAGEMENT			
	DIV	CORPS	THEATER
Staff supervision of files management • recommending policies, procedures, and conventions	Sig	Sig	Sig
Files transfer to record holding area	Staff	Staff	Staff
Approval of files listing and electronic conventioning	Sig	Sig	Sig
Files maintenance	Staff/ User	Staff/ User	Staff/ User

DISTRIBUTION			
Staff supervision of distribution • recommending policies, procedures, and conventions	Sig	Sig	Sig
Internal HQ distribution • POC • distribution center operations • pickup of distribution	Sig Sig User	Sig Sig User	Sig Sig User
External distribution service • recommending policies, procedures, and conventions	Sig	Sig	Sig
• provide resources for necessary messenger service. (Maximum use is made of existing delivery systems (for example, Class I and V)	User	User	User
• task resources for necessary messenger service	Sig	Sig	Sig
Official mail • official mail distribution • censorship	Sig User	Sig User	Sig User

Table G-2. Signal support/ISSO responsibilities at battalion/brigade/
division/corps and theater. (continued)

NOTE: Mail may be categorized as both official and
personal; however, once official mail is received by
a unit, it becomes normal distribution. Personal mail
remains mail, subject to postal regulation until
delivered to the intended recipient. Official mail
contains military information. Personal mail contains
personal information, subject (sometimes) to censorship.

PRIVACY ACT AND FREEDOM OF INFORMATION ACT (FOIA)			
	DIV	CORPS	THEATER
Staff supervision of Privacy Act and FOIA • recommending policies, procedures, and conventions	Sig	Sig	Sig
Implementation	User	User	User
POC	Sig	Sig	Sig